



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Administrative Analyst 1 [Classified Competitive]			Salary P19 \$52,010.00 - \$73,437.20
Posting Number 255-22	Position Number 055141	Number of Positions 1	Posting Period * From: 03/16/2022 To: 03/30/2022
Location: Division of Management and Administration Office of Health Care Finance 55 North Willow Street, 5th Floor, Trenton NJ 08618			Scope of Eligibility/Open to: Department of Health Employees

GENERAL DESCRIPTION

Under close supervision, the incumbent will learn and perform a variety of assignments related to health care financing and financial reporting, including but not limited to routine activities related to the annual Acute Care and Hospital Cost Report (ACH), including database and audit functions, as well as activities related to the analysis and calculations pertinent to annual financial statements. The incumbent will also be trained on methods used to review annual requests from hospitals, industry representatives, and others, as well as methods to process and track submissions and non-submissions. The incumbent will also perform routine maintenance on the applicable database, including but not limited to data entry, running queries, and generating reports. The incumbent will also receive instruction on how to review and appropriately respond to Open Public Records Act (OPRA) requests that are assigned to the office, in accordance with applicable laws and policy guidance.

Similarly, the incumbent will learn and perform routine activities related to the processing and calculations for quarterly financial reports, as well as receive training on methods used to process and track submissions and non-submissions, quarterly requests from hospitals and industry representatives. The incumbent will also summarize data and prepare reports for leadership.

The incumbent will also perform routine data analysis, including but not limited to data entry, analysis, queries, and other functions using Excel, Access, and potentially other databases/software. The incumbent will also learn and perform routine activities related to monthly financial report, receive training on methods used to process and track submissions and non-submissions and regular requests for submission from hospitals and industry representatives.

The incumbent will also learn and perform activities related to the quarterly audits and reports, as well as use SAS data files, and input data onto Excel spreadsheets. The incumbent will assist with the monitoring and collecting of hospital financial reports, consistent with applicable hospital financial transparency statutes and regulations.

The incumbent will also provide customer service and related support to hospitals and other health care facilities by responding to various constituent and stakeholder inquiries related to health care financing and related program issues, which will include actively monitoring and responding to phone calls, taking messages, and responding to emails.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE: One (1) year of experience involving the review, analysis, and evaluation of budget, organization, administrative practices, operational methods, management operations, or data processing applications, or any combination thereof, which shall have included responsibility for recommendation, planning, and/or implementation of improvements in a business or government agency.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

IMPORTANT FILING INSTRUCTIONS

If interested in this position, you can reply in one of two ways:

- Forward the required documents electronically to:
PSTMA@doh.nj.gov
- Mail the required documents to:
Kevin Jennings, Supervising Mgt. Impr. Specialist
Management and Administration
Reference Posting #
New Jersey Department of Health
PO Box 360
Trenton, NJ 08625-0360

Required documents:

- cover letter
- resume
- completed application, found at:
<http://www.nj.gov/health/forms/dpf-663.pdf>

** Responses received after the closing date MAY be considered if the position is not filled.*

- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
- *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.*
- *If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.*
- *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
- *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
- **The New Jersey Department of Health is an Equal Opportunity Employer.**
- **RESUME NOTE:** Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.